

## University Support Services

### **Admissions, Records and Registration, Office of**

**[www.uta.edu/admissions](http://www.uta.edu/admissions)**

**817.272.6287**

**[beamaverick@uta.edu](mailto:beamaverick@uta.edu)**

**Box 19114**

**123 Davis Hall – New Student Welcome Center**

The Office of Admissions processes all undergraduate application materials. Specifically, the office applies UT Arlington Admission Standards and evaluates all college transcripts submitted by transfer applicants. They also coordinate and conduct university recruiting efforts.

**[www.uta.edu/ses/recordsandregistration](http://www.uta.edu/ses/recordsandregistration)**

**817.272.3372**

**[records@uta.edu](mailto:records@uta.edu)**

**Box 19088**

**129 Davis Hall**

The Office of Records maintains all student records. Specifically the office processes withdrawals, graduation applications, address and name changes, student ID changes, and requests for transcripts. It also oversees and coordinates student requests to withhold information, instructor grade reports, class schedules, and registration.

### **Bursar Services**

**[www.uta.edu/uta/tuition](http://www.uta.edu/uta/tuition)**

**817.272.2172**

**130 Davis Hall**

**Box 19649**

The Bursar maintains student accounts. Payments of debts to the University are made and recorded at this office. The staff handles all billing questions on student accounts. Enrollment loan applications can be made at this office.

### **Campus Recreation**

**[www.uta.edu/campusrec](http://www.uta.edu/campusrec)**

**817.272.3277**

**[campusrec@uta.edu](mailto:campusrec@uta.edu)**

**Box 19268**

**100 Maverick Activities Center**

This department provides recreational and leisure activities for students, faculty, and staff including team, individual and co-recreational events, scheduled throughout the year. Access to the Maverick Activities Center (MAC), as well as the swimming pools, is gained with a valid Mav ID card. Intramural competition, a Wellness program and Sports Clubs are also available through this department.

**Career Center, The**  
**hireamaverick.uta.edu**  
**careers@uta.edu**  
**216 Davis Hall**

**817.272.2932**  
**Box 19695**

The Career Center offers internships and full-time degreed opportunities to graduating students and alumni in all degree programs. Services include Job Fairs, Career Events, Information Sessions, Mock Interviews, Workshops, Online Job Listing and On Campus Interviewing. The Career Center also offers non-degree required part-time and full-time positions to currently enrolled students in all degree programs.

**Community Service Learning, Center for**

**www2.uta.edu/ccsl**  
**B13 Davis Hall**

**817.272.2124**  
**Box 19124**

The center (1) develops and supports opportunities for students and faculty to integrate academic study with community service; (2) helps faculty and students with service-learning placements, faculty development, curriculum development and assessment; (3) houses a service-learning resource library and a database of community agencies; and (4) administers faculty development grants, faculty and student service-learning awards and student service scholarships. Contact: Dr. Shirley Theriot, Executive Director, 817-272-2124.

**Computer Help Desk - Office of Information Technology**

**www.uta.edu/oit/clientservices**  
**helpdesk@uta.edu**  
**102A Central Library**

**817.272.2208**  
**Box 19318**

The Help Desk services UT Arlington students, faculty, and staff in the effective development and delivery of information technology. This office assists students with a forgotten password to enter the registration system and in setting up a student computer account. A student computer account allows a student access to personal email, computer storage space, unlimited internet access, and creation of personal web pages. The Help Desk also assists faculty with computer issues. This office is open 7 days a week.

**Computer Labs**

The Office of Information Technology provides students with access to over 500 computers in computer labs across campus. Each computer lab is equipped with high-end PC and/or Macintosh computers, an abundant array of office and general productivity software, as well as discipline specific software, laser printing, and broadband Internet access. Labs are located in the Architecture Building, Business Building, Central Library, Engineering Lab Building, Fine Arts Building, Maverick Activities Building, Nedderman Hall, University Hall, and University Center. In addition, wireless network access is available throughout the campus.

### **Counseling Services**

**[www.uta.edu/caacs/counseling](http://www.uta.edu/caacs/counseling)**

**305 Ransom Hall**

**817.272.3671**

**Box 19156**

Counseling Services can help students with many concerns regarding academic, career, and personal problems. The goal is to provide confidential services that help students to succeed academically, in their careers, and in their personal lives. This office is focused on working with students who can benefit from a short-term counseling model. Some issues may require treatment and/or monitoring that is beyond the scope of what the office can accommodate. In these cases, referrals to appropriate services are provided.

### **Distance Education, Center for**

**[distance.uta.edu](http://distance.uta.edu)**

**[cdesupport@uta.edu](mailto:cdesupport@uta.edu)**

**300 Nedderman Hall**

**817.272.5727**

**Box 19027**

The Center for Distance Education (CDE) is a world-class site for the development and delivery of internet-based courses. It is the mission of the CDE to retool undergraduate and graduate courses for more flexible delivery to learners enrolled at UT Arlington. To this end, the CDE works to further the general missions of UT Arlington and the UT System. The CDE also serves as an information and coordination site for all distance education efforts at UT Arlington.

### **English Writing Center**

**[www.uta.edu/owl/](http://www.uta.edu/owl/)**

**Central Library, Room 411**

**817.272.2601**

**Box 19497**

The Writing Center is dedicated to helping students write more effectively. Faculty, peer tutors and computers with Microsoft Office software and access to the Internet and UTA network are available. The Center is open 5 days a week and walk-ins are welcome. Papers may be submitted online through their website. All Writing Center services are free to UT Arlington students.

### **Financial Aid and Scholarships, Office of**

**[www.uta.edu/fao](http://www.uta.edu/fao)**

**[fao@uta.edu](mailto:fao@uta.edu)**

**[schol@uta.edu](mailto:schol@uta.edu)**

**252 Davis Hall**

**General information 817. 272.3561**

**Scholarship information 817.272.2197**

**Box 19199**

The UT Arlington Office of Financial Aid and Scholarships offers a wide variety of scholarships, grants, work, and loan programs to assist with funding the cost of college education for students of all income levels. Any interested student must apply for assistance each year, as eligibility can vary from one year to the next.

### **Health Services**

**www.uta.edu/healthservices**  
**healthservices@uta.edu**  
**605 S. West Street**

**817.272.2771**  
**Box 19329**

UT Arlington Health Services (HS) is an outpatient facility whose mission is to provide quality care for optimum physical health and mental well being for UT Arlington students, faculty and staff. HS is staffed and equipped to care for most routine health needs. Many services are free; however, a reasonable fee is assessed for services such as gynecology exams, HIV/AIDS tests, laboratory tests, medications, mental health, and x-rays. Faculty/staff are eligible to use their UT Select insurance with the regular co-pay at the Health Center or pay a doctor visit fee if not covered by UT Select.

The Center for Substance Abuse Prevention is housed in the Health Center and is available to all students, faculty, and staff needing information to address alcohol, drug, or mental health issues.

### **Housing, Department of**

**www.uta.edu/housing**  
**housing@uta.edu**  
**150 University Center**

**817.272.2791**  
**Box 19349**

A variety of Student Housing options are available within walking distance to campus. They include five residence halls and 18 apartment communities with one- and two-bedroom floor plans. Houses are available for families with dependent children.

### **Intercollegiate Athletics**

**www.utamavs.com**  
**Gilstrap Athletic Center**  
**1309 W. Mitchell Street**

**817.272.2261**  
**Box 19079**

The UT Arlington Mavericks compete in Division I of the National Collegiate Athletic Association (NCAA) and the Southland Conference. Men's teams are fielded in baseball, basketball, cross country, golf, tennis, and track and field. Women's teams include basketball, cross country, softball, tennis, track and field, and volleyball. UT Arlington students with a valid Mav ID card are admitted without charge to all regular season home athletic contests. Events are held at Maverick Stadium, Texas Hall, Clay Gould Ballpark, Allan Saxe Field, and the Tennis Center.

### **International Education, Office of**

**www.uta.edu/oie**  
**international@uta.edu**  
**Swift Center, 1022 UTA Blvd.**

**817.272.2355**  
**Box 19028**

The Office of International Education provides assistance and counseling for international students. It also coordinates the UT Arlington Study Abroad Program and advises students wishing to study, work, or travel abroad.

### **Language Acquisition Center**

**langlab.uta.edu/lac**  
**modladvisor@uta.edu**

**302 Trimble Hall**  
**817.272.5148**

The Language Acquisition Center is a fully equipped audio, video, and computerized language laboratory. The Center is a great resource for students mastering a foreign language.

### **Math Clinic**

**www.uta.edu/math/clinic**  
**Pickard Hall, Room 314**

**817.272.5674**

The Math Clinic is open 7 days a week to help students with math homework. Peer tutors are available to assist students with all types of math problems. It is open to any UT Arlington student enrolled in MATH 0301, 0302, 1302, 1303, 1308, 1315, 1316, 1322, 1323, 1324, 1325, 1426, 2326, 2425, and 3319.

### **Multicultural Affairs**

**www.uta.edu/multicultural**  
**B150 University Center**

**817.272.2099**  
**Box 19353**

Multicultural Affairs is composed of two complementary units: Multicultural Affairs and Multicultural Outreach. Together they offer cultural appreciation activities, diversity training workshops, and leadership development aimed at creating an environment of academic success and cultural awareness.

### **Police Department**

**www.uta.edu/police**  
**policedepartment@uta.edu**  
**700 South Davis Street**

**817.272.3381 (non-emergency)**  
**817.272.3003 (emergency)**  
**Box 19229**

The University Police Department provides motorist assistance and patrols the campus 24 hours a day. The University Shuttle Bus Service, crime prevention programs, and campus escort services are managed by this department. Parking decals, rules, and information are provided and enforced by this office. Officers also investigate traffic accidents and crimes and make arrests. Personal security escorts can be obtained 24 hours a day by dialing (817) 272-3381.

### **Science Education and Career Center**

**uta.edu/cos/SECC**  
**106 Life Science Building**

**817.272.2129**

The Science Education and Career Center offers resource materials and study aids for students in Biology, Chemistry, Biochemistry, Mathematics, Physics and Psychology classes. The materials available include sample tests, CD-ROMs, reading materials for selected courses, homework solutions, video tapes, lab notes and study guides. The Learning Center is open 6 days a week.

### **Student Activities**

**[www.uta.edu/stuact](http://www.uta.edu/stuact)**

**817.272.2963**

**[stuact@uta.edu](mailto:stuact@uta.edu)**

**Box 19348**

#### **Lower Level, University Center**

The Office of Student Activities coordinates out-of-class activities including Greek Life, Cheerleaders, spirit groups, student leadership programs, volunteer opportunities and EXCEL campus activities.

### **Student Governance and Organizations**

**[www.uta.edu/studentgovernance](http://www.uta.edu/studentgovernance)**

**B210, University Center**

**[mavorgs@uta.edu](mailto:mavorgs@uta.edu)**

**817.272.2293**

This office coordinates and oversees the various components of student government at UT Arlington. This includes Student Congress, UTA HOSTS, UTA Ambassadors, Constituency Councils, Leadership Commonwealth, Freshman Leaders on Campus, Graduate Student Senate and more than 260 registered student organizations.

### **Student Legal Services**

**[wwwb.uta.edu/attorney](http://wwwb.uta.edu/attorney)**

**817.272.3771**

**[legalservices@uta.edu](mailto:legalservices@uta.edu)**

**Box 19355**

#### **B160 University Center**

Legal advice and counsel are available to currently enrolled students regarding legal issues and to assess their need for further legal advice. Students must call ahead for an appointment and present their Mav ID card for verification of enrollment.

### **Students with Disabilities, Office for**

**[www.uta.edu/disability](http://www.uta.edu/disability)**

**817.272.3364**

**[osd@uta.edu](mailto:osd@uta.edu)**

**1-800-RELAY TX (735-2989)**

#### **102 University Hall**

**Box 19510**

The Office for Students with Disabilities offers a variety of services to the disabled student including pre-registration, personal, academic, and career counseling, wheelchair repair, note-copying, adaptive exercise and sport activities courses, wheelchair athletics, and agency interface. This office verifies all physical, emotional, and learning disabilities and specifies the appropriate accommodations and/or adaptations for students with faculty.

## **University Advising Center**

**[www.uta.edu/uac](http://www.uta.edu/uac)**

**[uac@uta.edu](mailto:uac@uta.edu)**

**105 Ransom Hall**

**817.272.3140**

**Box 19196**

Services provided by the University Advising Center (UAC) include advising undergraduate undeclared students, conditionally admitted students, Gateway students, and UT Austin Coordinated Admission Program (CAP) students. Specifically these students are assisted by referrals to academic resources and support services, explanation of academic policies and procedures, information about resources for researching majors and careers and assistance with course scheduling and planning. Other services include probation, dismissal, and readmission advising for undeclared students or students wishing to change their major to undeclared. The UAC handles THEA advising for any student, including score retrieval, developmental course selection, and certification of developmental course completion and is responsible for *Potential for Academic Success Seminar* (PASS class).

Testing Services is also part of the UAC. It handles Admission Tests, THEA Test, Credit by Examination, and a variety of individual tests of aptitude, interests, and ability.

## **University Center Operations**

**[www.uta.edu/campus-ops/uc](http://www.uta.edu/campus-ops/uc)**

**[ucrequest@uta.edu](mailto:ucrequest@uta.edu)**

**300 W. First Street, Lower Level**

**817.272.2929**

**Box 19349**

The E.H. Hereford University Center is the community center of the University serving students, faculty, staff, alumni, and guests. The University Center is home to various meeting rooms, ballrooms, an art gallery, mail service, bowling alley, convenience store, pool hall, student services and dining options.

## **University College**

**[www.uta.edu/universitycollege](http://www.uta.edu/universitycollege)**

**Ransom Hall**

**Administration 817.272.0777**

**Maverick Resource Hotline**

**817.272.6107**

**[resources@uta.edu](mailto:resources@uta.edu)**

University College promotes student learning and development by providing coordinated and centralized academic resources and support services that help students define their educational goals and pursue a path toward graduation. In addition, University College serves as a focal point for campus programming that helps first-year students successfully transition to college life and meet the academic challenges set by faculty. While the focus is on assisting freshman students, University College's programs and services provide all students academic support during their career at UT Arlington. General services include Counseling Services, the McNair Scholars Program, University Tutorial, and the University Advising Center. Freshman-focused programs include Maverick Scholars Freshman Interest Groups, and Gateway Advantage.

Realizing that not all students fit into the molds that the traditional majors offer, University College offers a Bachelor of Arts in University Studies degree. This degree provides an option with a flexible approach that helps students achieve career goals.

**YWCA Child Development Center****106 W. Sixth Street****817.272.1135****[arlingtoncdc@ywcafortworth.org](mailto:arlingtoncdc@ywcafortworth.org)**

The YWCA Child Development Center is operated by the YWCA of Fort Worth and Tarrant County and offers full-time infant, toddler and preschool care. Part-time care can be scheduled for children of UT Arlington students. The center is open from 6:30 a.m. to 6 p.m.